



SUBMITTING THE DOCTORAL DISSERTATION

SUBMITTING THE DOCTORAL DISSERTATION IN ACCORDANCE WITH THE DOCTORAL DEGREE REGULATIONS

DATED 24 AUGUST 2010

MAILING ADDRESS AND CONTACTS

Universität Hamburg
Fakultät für Wirtschafts- und Sozialwissenschaften
Graduate School
Von-Melle-Park 5, Staircase C
D-20146 Hamburg
www.wiso.uni-hamburg.de/einrichtungen/graduate-school

Dr. Ulf Beckmann

Managing Director
Room 2144
Tel: +49 40 42838-5563
ulf.beckmann@uni-hamburg.de

Michaela Bredehöft

Economics
Room 2143
Tel: +49 40 42838-7953
michaela.bredehoeft@uni-hamburg.de

Claudia Salinger

Socioeconomics
Room 2145
Tel: +49 40 42838-4090
claudia.salinger@uni-hamburg.de

Marisa Shabaz

Social Sciences
Room 2142
Tel: +49 40 42838-3621
marisa.shabaz@uni-hamburg.de



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SUBMITTING THE DOCTORAL DISSERTATION IN ACCORDANCE WITH THE DOCTORAL DEGREE REGULATIONS DATED 24 AUGUST 2010 FOR THE “DR. PHIL.” or “DR. RER. POL.”

To begin the procedure for conferral of the academic degree of Dr. phil. or Dr. rer. pol. in accordance with the doctoral degree regulations of 24 August 2010, submit an informal application to the doctoral subcommittee of your department (socioeconomics, economics, or social sciences). Include your name, address, telephone number, and email, as well as your proposals for the examination commission members.

- Your first assessor is your first supervisor.
- Your second assessor is not your second supervisor (if applicable, you can submit a request for an exception).
- Chair (if applicable, second supervisor if this person is a full-time member of the faculty).

The second supervisor is automatically a member of the examination commission.

ALSO TO SUBMIT

You must also submit five copies of the doctoral dissertation. The Department of Social Sciences requests that you print on both sides and do not use a ring binder. As per the doctoral degree regulations, the doctoral dissertation must contain:

- cover page (Section 6 subsection 5);
- appendix that includes a summary (abstract) in German and English as well as a list of any publications arising from the dissertation (Section 6 subsection 5);

- dissertations by publication (Section 6 subsection 2 letter b) require a declaration (Section 6 subsection 3); the Department of Social Sciences has developed a form to use for this;
- a statement that you did not use any commercial services established to provide assistance to doctoral researchers,
- and an affidavit that you wrote the doctoral dissertation yourself and did not use any resources or aids other than those cited (Section 6 subsection 6);
- the declaration and the affidavit are required as separate documents for your file;
- an electronic version of the dissertation (Section 6 subsection 6, CD or USB flash drive);
- proof of 12 ECTS credits (Section 1 subsection 3 and Section 6 subsection 7);
- where appropriate, proof of compliance with any additional requirements (Section 3 subsection 3 and Section 6 subsection 7).

Submit all documents listed above to Ms. Bredehöft, Ms. Salinger, or Ms. Shabaz at the graduate school.

IMPORTANT:

Michaela Bredehöft
Department of Economics
Room 2143
Tel: +49 40 42838-7953
michaela.bredehoeft@uni-hamburg.de

Claudia Salinger
Department of Socioeconomics
Room 2145
Tel: +49 40 42838-4090
claudia.salinger@uni-hamburg.de

Marisa Shabaz
Department of Social Sciences
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TEMPLATES

Templates for the forms listed above can be found at:

IMPORTANT: <http://www.wiso.uni-hamburg.de/en/einrichtungen/graduate-school/downloads>

You can also find further information and forms relating to the doctoral procedure for the Faculty of Business, Economics and Social Sciences here.

REPORTING RELEVANT STAYS ABROAD IN ACCORDANCE WITH SECTION 4 OF THE HIGHER EDUCATION STATISTICS ACT (GESETZ ÜBER DIE STATISTIK FÜR DAS HOCHSCHULWESEN SOWIE FÜR DIE BERUFSAKADEMIEN, HSTATG)

Pursuant to Section 4 HStatG dated 1 March 2016, German higher education institutions must report doctoral-related stays abroad to the responsible state statistical office as part of the official examination statistics. Stays abroad that are academically relevant to the doctoral work in question must be reported to Universität Hamburg alongside the registration for doctoral studies and/or the oral defense. You can provide details of up to three stays abroad that were relevant to your doctoral studies using the online form in STiNE.

You can log into STiNE with your username via: <https://www.stine.uni-hamburg.de>. Enter up to three stays abroad under “Studying > Study management > Applications > VII Doctoral researchers: reporting a relevant stay abroad > Start.” If you have completed more than three stays abroad, only enter the three longest stays.